



Employee Services Agency

Preparing for Retirement?

It's as easy as 1..2..3!

1.)

Contact CalPERS to file a [Service Retirement Election Application Form \(PERS-BSD-369-S\)](#) no earlier than 120 days prior to your planned date of retirement.

Contact CalPERS at 1 (888) 225-7377 to make an appointment.

2.)

Once you receive your confirmed date of retirement from CalPERS, contact Employee Services Agency (ESA) Retirement Team to schedule a virtual Retirement Medical Enrollment Session (RMES) within 30-60 days of your retirement date.

Email: retirement@esa.sccgov.org

Phone Number: (408) 970-2600

Address: 400 Race Street, Suite 201, San Jose, CA 95126

At this appointment, you will:

- Enroll in Retiree Medical Coverage.
Retiree Medical Coverage is NOT automatic upon retirement.
- Learn what happens to your other benefits.

3.)

Submit a Retirement Memo to your Department Supervisor/Manager at least 30–60 days prior to Retirement date.

- Review personal information on file and make changes if necessary. (Example: forwarding address/phone number etc.)
- Discuss final paycheck arrangements. Final paychecks are “live” and will NOT be direct deposited. Contact your department’s HR Liaison for details on where you can pick up your live check.

VMC and SSA employees—please see special note under the Department Service Center list.

- Return all County issued property to your Department, including your County badge.

Note: If you are eligible for County retiree medical benefits and you and/or your covered spouse are or will be age 65 at the time of your retirement, please contact Social Security Administration to enroll in Medicare Parts **A & B**.

Do NOT enroll in Medicare Part **D**.

Have Questions? Contact Us!

Main: (408) 970-2600

Toll Free: (800) 541-7749

Email: Retirement@esa.sccgov.org



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Retiree Medical Coverage

Eligibility

The County provides access to group health plan coverage to eligible retirees upon meeting the required consecutive years of service and retiring from the County and CalPERS at the same time. County vesting requirements are as follows:

- **If you were hired before August 12, 1996**, you are eligible for retiree medical coverage with a minimum of 1,305 days (5 years) of accrued consecutive County service.
- **If you were hired on or after August 12, 1996**, you are eligible for retiree medical coverage with a minimum of 2,088 days (8 years) of accrued consecutive County service.
- **If you were hired on or after June 19, 2006**, you are eligible for retiree medical coverage with a minimum of 2,610 days (10 years) of accrued consecutive County service.
- **If you were hired into a position covered by a collective bargaining agreement or Executive Salary Ordinance**, the hire date for retiree medical eligibility may vary by labor contract (in many cases, **it's on or after January 1, 2013**) you are eligible for retiree medical coverage with a minimum of 3,915 days (15 years) of County service.

After submitting your application to CalPERS and approximately 30-60 days prior to your planned retirement date, you should contact the ESA Retirement Team at 408-970-2600 or 800-541-7749 to set up an appointment to initiate enrollment in retiree medical coverage. Coverage is not automatic upon retirement; you must complete the necessary paperwork to maintain medical coverage after you retire.

The County's contribution towards retiree medical benefits is equivalent to single coverage under the Kaiser under-65 health plan. Retirees who elect a more expensive medical plan, or who elect to cover an eligible dependent, need to reimburse the County for the difference in the cost of the monthly premium.

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Department Service Centers

The following Service Centers are satellite offices that work with the main HR office to meet the HR-related needs of the County's agencies and departments.

Service Center	Budget Units Served	
District Attorney's Office 70 W. Hedding St., West Wing San Jose, CA 95110 (408) 792-2686	District Attorney	
ESA Service Center at Race Street 400 Race St, Suite 201 San Jose, CA 95126 (408) 970-2600	Agriculture & Environmental Mgmt Assessor Clerk of the Board Controller - Treasurer County Clerk-Recorder County Communications County Counsel County Executive County Library District Dept of Child Support Services Dept of Environmental Health Dept of Tax and Collections Employee Services Agency Facilities Fleet Services	LAFCO Law Library Medical Examiner – Coroner Office of Supportive Housing Parks & Recreation Planning & Development Pretrial Services Probation Procurement Public Defender Registrar of Voters Risk Management Supervisorial Districts 1-5 TSS Valley Health Plan Vector Control
ESA Service Center at Social Services Agency 353 W. Julian St. 2nd Floor San Jose, CA 95110 (408) 755-7130	Social Services Agency	*Contact your HR Assistant to complete the separation form
ESA Service Center at Valley Medical Center 2325 Enborg Ln, #1H105 San Jose, CA 95128 (408) 885-5450	Behavioral Health Community Health Custody Health Public Health Valley Medical Center	*Your final check can be picked up at the Cashier's Office—(408) 885-2505 or Cashiering.Unit@hhs.sccgov.org Hours: Mon—Fri 8:00am—3:00pm
ESA Service Center at O'Connor Hospital 2105 Forest Ave. San Jose, CA 95128 (408) 947-2509	Valley Medical Center at O'Connor Hospital	
ESA Service Center at St. Louise Regional Hospital 9400 No Name Uno Gilroy, CA 95020 (408) 848-8687	Valley Medical Center at St. Louise Regional Hospital	
Roads & Airports 101 Skyport Dr. San Jose, CA 95110 (408) 573-2406	Airports Roads Department	
Sheriff's Office 55 W. Younger Ave. San Jose, CA 95110 (408) 808-4611	Department of Corrections Sheriff's Office	